



SUPERIOR COURT OF CALIFORNIA COUNTY OF MENDOCINO CLASSIFICATION SPECIFICATION



CLASS TITLE	ACCOUNTING CLERK II
CLASS CODE	091666
REPORTS TO:	FISCAL MANAGER OR DESIGNEE
FLSA STATUS	N

Descriptions provided at the higher-level build on and include all of the skills listed for the previous levels within the Account Clerk Series. Some of the requirements listed for a level may not be representative of all employees at that level. Employees at one level may have some of the requirements associated with a higher level.

JOB SCOPE AND DISTINGUISHING FEATURES:

This is a journey level class responsible for a section of work within larger bookkeeping and records management systems. Incumbents are required to have an understanding of the system to which assigned in order to perform day-to-day assignments, coordinate work with others and answer a variety of questions related to department accounts and services. The Account Clerk series is distinguished from other clerical series in that a significant percentage of work is directly related to the review processing and maintenance of fiscal transactions and accounts, or statistical data and records.

Impact is moderate and affects quality, workflow and customer service levels. Completes a variety of tasks and assignments across accounting functions. Applies a working knowledge of court and accounting processes and procedures and basic knowledge of generally accepted accounting standards. Work is performed under general supervision for routine tasks and receives detailed instructions on new assignments. Work is assigned by others, but sets own priorities for completing tasks. Exceptions are resolved by supervisor, does not supervise others. This classification requires on the job training or some outside training.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Assists the public or other employees in person or by phone by answering inquiries related to department accounts and services; answers inquiries related to the status of accounts; explains used regulations and procedures; explains the proper use of forms and documents.

Makes routine contacts with other agencies and or members of general public to discuss financial records and transactions; provides information on records maintained; may do routine correspondence.

Processes and audits accounts payable: code accounts distributing ledger charges according to the functions of the various programs, checking for accuracy of data and adherence to Court policies and procedures; posts data to records; checks and balances totals.

Inventories and orders supplies using prescribed standards and procedures.

Processes payroll/timesheets by tracking and/or verifying hours and entering information into payroll system.

Balances daily collections, reconciles with general ledger and deposits funds.

Posts cash receipts to subsidiary ledger; code accounts distributing ledger charges according to the function of various programs, checks and balances.

Types various financial records or other correspondence.

Researches and corrects errors.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)(Continued)

Prepares complex, routine and non-routine reports (including annual reports) as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions.

Enters and retrieves information from a computer terminal using a variety of software including spreadsheet programs and data bases; uses the computer system to retrieve a variety of reports.

ADDITIONAL JOB FUNCTIONS (NOT CONSIDERED ESSENTIAL)

Files and retrieves documents in an orderly fashion so that materials can be easily located.

Photocopies reports, charts, memos, and other various documents for staff.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal Typewriter Postage Machine

General Office Equipment: Adding Machine, Copier, and Printers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent; and,

One to three years of experience working with accounting functions and procedures. or

A combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Record keeping, report preparation, filing methods and records management techniques.

Customer service techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Basic principles and practices of accounting

KNOWLEDGE, SKILLS, AND ABILITIES: (Continued)

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Using a typewriter and/or word processing software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to work rapidly and accurately in a fast paced, high-pressure environment.

Ability to communicate effectively and deal with people of diverse socioeconomic backgrounds and temperaments.

Ability to demonstrate tact and diplomacy.

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain professional, effective working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs. Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Working Conditions:

Work is performed in an office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.